

Zarate Tech Virtual Team Meeting Day 1

Date | time 12/1/2019 10:00 AM | *Location* Zarate Tech HQ

		Attendees: Max Avery, Julian Della Puppa, Amanda Hawkins, Joseph Runstein, Briana Salazar, Sarah Tropez Meeting Objectives: Establish team charter, establish roles, set ground rules and team communication protocols Please bring: Laptops/tablets, notepads, pens, SDI test results
Meeting called by	Julian Della Puppa	
Type of meeting	Team Kick Off Meeting	
Facilitator	Julian Della Puppa	
Note taker	Amanda Hawkins	
Timekeeper	Joseph Runstein	

Agenda Items

Topic		Presenter	Time allotted
<input type="checkbox"/>	[Topic]	[Presenter]	[Time]
<input type="checkbox"/>	Meeting Kickoff Opening	Julian Della Puppa	10 min
<input type="checkbox"/>	Ice Breaker Activity	Everyone	10 min
<input type="checkbox"/>	Break		5 min
<input type="checkbox"/>	Team Charter	Max Avery	30 min
<input type="checkbox"/>	Establish Ground Rules	Julian Della Puppa	30 min
<input type="checkbox"/>	Break		15 min
<input type="checkbox"/>	SDI Results Review	Everyone	30 min
<input type="checkbox"/>	Establish Roles	Briana Salazar	30 min
<input type="checkbox"/>	Team Lunch		30 min
<input type="checkbox"/>	Team Communication Protocols	Everyone	30 min
<input type="checkbox"/>	Closing Remarks	Julian Della Puppa	10 min

Other Information

Observers: Philip Washington (Training Manager) Taylor Bevins (IT Manager)

Resources: Virtual Team Tip Sheet, G Suite (for shared workspace use), Slack office chat system, BlueJeans video meeting system

Zarate Tech Virtual Team Meeting Day 2

Date | time 12/2/2019 10:00 AM | *Location* Zarate Tech HQ

		Attendees: Max Avery, Julian Della Puppa, Amanda Hawkins, Joseph Runstein, Briana Salazar, Sarah Tropez Meeting Objectives: Go over overview team goals, and materials used for the team Please bring: Laptops/tablets, notepads, pens,
Meeting called by	Julian Della Puppa	
Type of meeting	Team Kick Off Meeting	
Facilitator	Julian Della Puppa	
Note taker	Amanda Hawkins	
Timekeeper	Joseph Runstein	

Agenda Items

Topic		Presenter	Time allotted
<input type="checkbox"/>	[Topic]	[Presenter]	[Time]
<input type="checkbox"/>	Opening Remarks	Julian Della Puppa	5 min
<input type="checkbox"/>	Review of G Suite	Sarah Tropez	30 min
<input type="checkbox"/>	How to use Slack Chat	Max Avery	30 min
<input type="checkbox"/>	Break		10 min
<input type="checkbox"/>	Ground Rules for working in chat	Julian Della Puppa	30 min
<input type="checkbox"/>	Using BlueJeans for video/voice calls	Joseph Runstien	30 min
<input type="checkbox"/>	Lunch Break		30 min
<input type="checkbox"/>	Goals for the Team	Briana Salazar	30 min
<input type="checkbox"/>	Future Targets	Julian Della Puppa	20 min
<input type="checkbox"/>	Closing Remarks	Julian Della Puppa	5 min

Other Information

Observers: Philip Washington (Training Manager) Taylor Bevins (IT Manager)

Resources: Virtual Team Tip Sheet, G Suite (for shared workspace use), Slack office chat system, BlueJeans video meeting system

Virtual Team Tip Sheet

- Communicate early and often.
- Be sure to use G Suites resources, this can be anything from word documents, to presentations. This will allow us to see the work that is being done and to be able to drop in any changes when necessary.
- Slack is a great chat tool and its ease of use can allow for quick communication.
- BlueJeans as a video conferencing call is also easily accessible and if you can not make it to a video call you can always dial in.
- Always check for clarity and understanding with your team members.
- Be sure to track for project commitments and check in with team members about them.
- If you are having any kind of problem, feel free to reach out to Julian.
- Celebrate and support each other's triumphs
- Support each other when conflicts, problems, or issues arise.
- Check email daily, and for slack messages attempt to respond in a timely fashion.
- Always provide the meeting room number and dial-in number when conducting a video/voice call on BlueJeans.
- Help team members if they are struggling with using any kind of hardware, software, or technology.
- Be ready for the team check in at the scheduled time, if you can't make it or there is a problem connecting, let the team or Julian know so notes, and a recorded video can be sent to you so you can catch up.
- If something needs to be resolved with more clarity, or a if a problem is arising due to lack of understanding, clarity, etc, please call and reach out to that team members so that you can both work out how to be back on the same track.
- Be on the look out for the team weekly update to stay in the know of upcoming projects and events.
- Lastly, take care of yourself and do not overwork or push yourself to burn out. Your well being is important to keeping the team going!